

Hongkong Post e-Cert (Organisational) Certificate - Certificate Renewal Form

Notes on Certificate Renewal

Hongkong Post Certification Authority provides e-Cert (Organisational) certificate of validity for 1-year and 2-year for selection. It is important to note that any expired e-Cert cannot be renewed. The Authorised Representative of the subscriber organisation should renew the e-Cert(s) before they expire. Upon renewal, the Authorised User will have a new key pair and a new certificate. **The annual renewal fee for each certificate (per each Authorised User) and the administration fee for each renewal application are listed below:**

Subscription Fees for e-Cert (Organisational) Certificates	Certificates with a 1-year validity period only	Certificates with a 2-year validity period only
Renewal application	HK\$150 per certificate	HK\$300 per certificate
Administration fee (irrespective of the number of Authorised Users)	HK\$150 per application	HK\$300 per application
	The Administration Fee is HK\$300 if the application form contains applications for certificates of 1-year validity and certificates of 2-year validity.	

According to Hongkong Post CA renewal policy stipulated in the Certification Practice Statement (Section 3.4), Hongkong Post CA will re-authenticate the identity of the subscriber organisation and the identity of the Authorised Representative before the e-Certs can be renewed. In this respect, please follow the steps below for the certificate renewal:

- Complete this renewal form with the necessary details.
- Supporting documents to be submitted with the renewal form :

a) Copy of valid Business Registration Certificate. (The validity of the documentation should not expire within one month by the time the application is submitted)

b) Subscriber Terms and Conditions

- If the original Authorised Representative is replaced or changed, the new Authorised Representative must sign the Subscriber Terms and Conditions which is contained inside the (Organisational), (Encipherment) and (Server) application form EPos 798F, or
- If new Authorised Users are added, the Authorised Representative and the new authorized users must together complete a new (Organisational), (Encipherment) and (Server) application form EPos 798F but not completing this renewal form.

c) Authorisation Letter

If the original Authorised Representative is replaced or changed, the subscriber organisation must submit a new authorisation letter bearing the organisation's "For and on behalf of" chop and authorised signature(s) appointing a person as the new Authorised Representative to sign, on behalf of the organisation, documents relating to the application, use, revocation and renewal of certificates issued by the Hongkong Post Certification Authority. The letter should include the Authorised Representative's name and HKID/Passport number (or completing the sample authorisation letter contained in the (Organisational), (Encipherment) and (Server) application form EPos 798F). If the subscriber organisation is a HKSAR Government bureau/department, the authorisation letter should be in memo form and signed by the Departmental Secretary or an officer at equivalent rank.

d) Copy of valid Certificate of Incorporation or Certificate of Registration, (for limited company)

e) Copy of other documents issued by the appropriate Hong Kong registration agency attesting to the existence of your organisation. (for statutory body)

Note: If item (d) to (e) above have been submitted and there are no changes to them in this application, those documents can be excluded from submission.

- Submit the completed renewal form together with the required supporting documents and pay the renewal fee at any post office in person by the Authorised Representative. **The Authorised Representative is required to present his/her original HKID Card/Passport** for identity authentication by the staff of Hongkong Post at the time of submitting the renewal form; or
 - The Authorised Representative may choose to submit the renewal application by mail to Kowloon East Post Office Box No. 68777, Hongkong Post Certification Authority, if his/her identity has been authenticated in a past application of the Subscriber Organisation at the designated HKPost premises. Apart from the supporting documents as stated in paragraph 2, **the Authorised Representative is also required to submit his/her copy of the HKID card or passport with his/her signature, together with the true copy of the renewal application form and renewal fee (payable only by crossed cheque or credit card).**

The personal data you provided in this form will be used by Hongkong Post and its operator of e-Cert services for provision of e-Cert services to you. You have a right of access and correction with respect to personal data under the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. If you wish to do so, please send your request by mail to Kowloon East Post Office Box No. 68777, by e-mail to enquiry@hongkongpost.gov.hk or by fax to 2775 9130.

Central Key Generation Service

Hongkong Post will generate the subscribers' key pair and create the certificate by Central Key Generation ("CKG") method in accordance with the relevant terms and conditions as shown on the Subscriber Terms and Conditions and the Certification Practice Statement. After the generation of certificate, Hongkong Post will send out the certificate file to the Authorised Representative for subsequent delivery to individual Authorised User.

Service Pledge

Hongkong Post pledges to process a renewal request in 10 working days after Hongkong Post CA received the renewal form. Upon approval of the renewal request, the PIN Envelope(s) will be sent to the Authorised Representative for subsequent delivery to individual Authorised User.

Hongkong Post e-Cert (Organisational) Certificate - Certificate Renewal Form

(Except where the information required is in Chinese, please complete this form in ENGLISH and in BLOCK letters)

I. Organisation Particulars

Organisation Name in English: _____

Organisation Name in Chinese: _____

Branch* Name in English (if appropriate): _____

Branch* Name in Chinese (if appropriate): _____

* Government Department applicants may specify name of section here

New Organisation Registration Numbers

Business Registration No. _____

Certificate of Incorporation No. _____

Certificate of Registration No. _____

Other Registration Document _____

Organisation Address

Authorised Representative's Particulars (Please see paragraph 2b & 2c of the Notes on Certificate Renewal)

Mr

Ms

Name in English : _____
(Surname) (Given name)

Name in Chinese : _____
(Surname) (Given name)

Hong Kong Identity Card No./Passport No. : _____

Title : _____

Office Tel. : _____ Mobile Phone : _____

Fax No. : _____ e-mail Address : _____

e-Cert Storage Medium (Authorised Representative can only choose either one of the following storage media. Please note that the chosen storage media shall apply to all the Authorised Users.)

e-Cert File Card (For Windows 2000/XP/Vista/7 only) OR Floppy Disk

Please note that a smart card reader is required for accessing e-Cert File on e-Cert File card while a floppy disk drive is required for accessing e-Cert File on the floppy disk.

New Local Postal Address

(Please complete the following only if the local postal address is different from the Organisation Address. Please do not provide a postal address outside Hong Kong)

II. Details of Certificates to be Renewed

Note: Applicants for renewal should read the current version of the Certification Practice Statement (CPS) before submitting the Certificate Renewal Form as it may have changed since the date the Applicant signed the initial Subscriber Terms and Conditions. This is important because the renewed certificate will be issued on the terms of the original Subscriber Terms and Conditions except insofar as those terms are incompatible with the terms of the CPS current at the date of renewal. In the case of incompatibility, the terms of the CPS current at the date of renewal will prevail. The Authorised Representative will receive the Certificate Renewal Notice issued by the Hongkong Post Certification Authority in the form of e-mail. Please fill in the following according to the details of the certificates to be renewed as given in the Certificate Renewal Notice. Hongkong Post Certification Authority will verify the renewal request of each of the certificates according to the information given below.

Hongkong Post will generate the subscribers' key pair and create the certificate by Central Key Generation ("CKG") method in accordance with the relevant terms and conditions as shown on the Subscriber Terms and Conditions and the Certification Practice Statement. After the generation of certificate, Hongkong Post will send out the certificate file to the Authorised Representative for subsequent delivery to individual Authorised User.

Details of Certificate to be Renewed				Other Renewal Details		
Title	Authorised User's Name#	e-mail Address #	Subscriber Reference Number #	New e-mail Address (if applicable) @	New Contact Telephone No. (if applicable)	Validity Period of e-Cert (Please select one)
Mr. /Ms.						<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
Mr. /Ms.						<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
Mr. /Ms.						<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
Mr. /Ms.						<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
Mr. /Ms.						<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year

(If the above space is insufficient, please copy this page and attach the completed details of section II and III as a supplementary sheet)

Same details of the existing certificate will be included in the renewed certificate.

@ The Authorised User's e-mail address will be included in the certificate. The contents of a certificate, including the e-mail address, will not be changed within the validity of the certificate. If the Authorised User wishes to include an e-mail address which is different from that included in the original certificate in the renewed certificate, please write down the new e-mail address in the appropriate space.

III. Declaration by the Organisation

We, the Organisation specified above, hereby declare that:

- The above information provided in this application is true and accurate in all respects and we understand that we may be liable for claims for damages or other sanctions if the information so given is false or incorrect. In addition, we accept that if Hongkong Post has reason to believe that the information contained on the certificate is false or incorrect, Hongkong Post reserves the right to suspend or revoke the certificate without prior notice and without refunding the subscription fee and administration fee.
- We agree to be bound by the terms and conditions of the Subscriber Terms and Conditions as well as by provisions of the Certification Practice Statement published on Hongkong Post's web site at <http://www.hongkongpost.gov.hk>.
- We consent to Hongkong Post making further enquiry of us necessary for the processing of this application.
- We expressly agree and consent to Hongkong Post's generation of the Authorised Users'/Authorised Units' key pairs and e-Certs on our behalf and inclusion of the personal data of the Authorised Users (including their respective names and e-mail addresses) in the e-Certs if our application is successful, and the publication of the e-Certs in the Hongkong Post public repository.
- We confirm that there are no changes to the Certificate of Incorporation, Certificate of Registration or document attesting to our existence since the date of our original submission of these documents. If there are changes to these documents, an up-to-date version will be submitted with this application.
- We acknowledge that once the e-Cert is issued, none of the contents of the e-Cert can be changed throughout the validity period of the e-Cert.

Name of Organisation : _____

Organisation Chop

Signature of Authorised Representative : _____ (See Page-2)
(for and on behalf of Organisation)

Date of Application : _____

(Please also complete section IV)

IV. Subscription Fee

(a) Total amount of subscription fee i) Application HK\$150 x _____ = HK \$ _____

ii) Application HK\$300 x _____ = HK \$ _____

(b) Administration fee per application HK \$ 150 / 300

Grand total (a) + (b) HK \$ _____

V. Before you submit the application, please read the table below to confirm you have prepared all the necessary documents.

Documents Required

Please put a "✓" to confirm

- | | |
|--|--------------------------|
| 1. Completed Renewal Form EPos 792G | <input type="checkbox"/> |
| 2. Copy of Valid Business Registration Certificate | <input type="checkbox"/> |
| 3. Completed Subscriber Terms and Conditions EPos 798F
(Only applicable to new Authorised Representative) | <input type="checkbox"/> |
| 4. New Authorisation Letter
(Only applicable to new Authorised Representative) | <input type="checkbox"/> |
| 5. Copy of Certificate of Incorporation, Certificate of Registration or other registration document
(Only applicable when there are changes to these documents) | <input type="checkbox"/> |
| 6. Copy of the Authorised Representative's HKID card or passport with his/her signature
(Only applicable to submission by mail) | <input type="checkbox"/> |

VI. For Acceptance Post Office Use

1. Checking of Original and Copies of Supporting Documents Accompanying the Application

(Please put a "✓" in the appropriate box to confirm that the required documents have been received and checked)

Name of Document

Original Checked

Copy Received

- | | | |
|--|--------------------------|--------------------------|
| 1. Certificate Renewal Form EPos 792G | <input type="checkbox"/> | NA |
| 2. Copy of Valid Business Registration Certificate | NA | <input type="checkbox"/> |
| 3. Identity proof — HKID card or passport
• Authorised Representative | <input type="checkbox"/> | NA |
| 4. Completed Subscriber Terms and Conditions EPos 798F
(Only applicable to new Authorised Representative) | <input type="checkbox"/> | NA |
| 5. New Authorisation Letter
(Only applicable to new Authorised Representative) | <input type="checkbox"/> | NA |
| 6. Certificate of Incorporation, Certificate of Registration or other registration document
(Only applicable when there are changes to these documents) | NA | <input type="checkbox"/> |

2. Payment

(Please put a "✓" in the appropriate box)

The amount of HK\$ _____ has been paid by: Cash EPS

Credit Card VISA / MASTER No. _____ (delete where inappropriate) Expire in _____

Cheque No. _____ Issuing Bank _____
(By crossed cheque make payable to "Postmaster General")

Official Receipt No. (Pos 799) _____

3. Declaration by Accepting Officer

I hereby certify that the Authorised Representative has appeared before me for face-to-face authentication of identity and that, to the best of my knowledge and belief, the Authorised Representative is the rightful holder of the copy of the Hong Kong identity card / passport (delete where inappropriate) produced for the purpose of applying for Hongkong Post e-Cert certificate.

Name of Acceptance Post Office

Name of Accepting Officer (in block letters)

Post Office Datestamp

Signature of Accepting Officer : _____

Date : _____

VII. For CA Use Only Checklist of Application Processing Procedures at CA

Description	Name of the Processing Officer	Title of the Processing Officer	Date	Signature
1. Review the details on the renewal application form				
2. Data Input				
3. Check the identity of the organisation with IRD/CR				
4. Approve the application				

VIII. Terms and Conditions for e-Cert Subscribers

The Hong Kong Post Office (“HKPost”) as represented by the Postmaster General and the Applicant, who is the Organisation as represented by the Authorised Representative, of Hongkong Post e-Cert (“e-Cert(s)”) intending to be legally bound, hereby agree as follows:

1. The Certification Practice Statement (“CPS”) governs the issuance of e-Certs and certification services provided by HKPost. The CPS is publicly accessible at the HKPost website at <http://www.hongkongpost.gov.hk>.
2. By submitting the e-Cert Application Form, the Applicant confirms to have read and understood these Terms and Conditions and have full notice of the obligations and liabilities of the Subscribers and Relying Parties as set out in the CPS.
3. These Terms and Conditions, together with the CPS, constitute the entire Subscriber Agreement referred to in the CPS between HKPost and the Applicant, and supersede all prior or contemporaneous agreements or understanding between HKPost and the Applicant regarding the issuance of e-Certs.
4. A Subscriber is an Applicant whose Authorised Representative has signed the Terms and Conditions for e-Cert Subscribers and to whom the e-Cert has been issued in accordance with the eligibility criteria set out in the CPS.
5. By submission of the e-Cert Application Form and its receipt by HKPost, the Applicant:
 - a) agrees to pay HKPost the appropriate fee in respect of the issuance of the e-Cert unless such fee has been waived by HKPost in writing;
 - b) agrees to be bound by (i) these Terms and Conditions; and (ii) the provisions of the CPS;
 - c) agrees that the use of the Private Key(s) and the e-Cert(s) is at the sole risk of the Subscriber;
 - d) agrees that HKPost does not give any implied or express warranties in relation to the Private Key(s) and e-Cert(s) issued by HKPost;
 - e) acknowledges that if it does not discharge its responsibilities as set out in these Terms and Conditions and the CPS properly or at all, it may become liable to pay HKPost and/or other persons (including Relying Parties) damages in respect of liabilities or loss and damage they may incur or suffer in consequence;
 - f) undertakes to protect the confidentiality and the integrity of its Private Key(s) by using reasonable precautions to prevent its loss, disclosure, or unauthorised use;
 - g) undertakes to report any loss or compromise of its Private Key(s) immediately upon discovery of the loss or compromise and/or of any circumstance in which the e-Cert(s) should be revoked;
 - h) authorises the publication of the e-Cert(s) to any other person or in the HKPost repository and accepts the e-Cert(s) to be issued;
 - i) agrees that the Postmaster General may limit his/her liability and/or that of HKPost for negligence and/or breach of contract as set out in the CPS, these Terms and Conditions, and/or the Private Key(s) and/or the e-Cert(s) issued by HKPost; and
 - j) agrees that the Postmaster General may further appoint either agents or sub-contractors to perform his/her obligations under the CPS and/or these Terms and Conditions.
6. The Applicant, and as the Subscriber upon acceptance of the e-Cert issued to it, warrants (promises) to HKPost and represents to all other relevant parties (and in particular Relying Parties) that during the operational period of the e-Cert the following facts are and will remain true:
 - a) no other person has had access to the Private Key of the e-Cert, except for the Authorised User named in that e-Cert;
 - b) all information and representations made by it that are included in the e-Cert are true; and
 - c) the Private Key and e-Cert are used exclusively for authorised and legal purposes, and in a manner that will not infringe any third party rights.
7. In accordance with the CPS, HKPost is responsible for the use of a trustworthy system to:
 - a) issue and publish e-Cert(s) in a timely manner;
 - b) notify an Applicant of the rejection of its application;
 - c) notify an Applicant of the approval of its application and how its e-Cert can be retrieved;
 - d) revoke an e-Cert and publish Certificate Revocation Lists in a timely manner; and
 - e) notify a Subscriber of the revocation of its e-Cert.
8. The Subscriber undertakes to pay HKPost a Subscription Fee for each subscription period as specified in the CPS. The Subscription Fee shall be paid before the commencement of each subscription period unless being waived by HKPost in writing. HKPost reserves its absolute right to review and determine the Subscription Fee from time to time and will publish the Subscription Fee via the HKPost website at <http://www.hongkongpost.gov.hk> for the information of the Subscribers and the public.
9. If any terms, or any part of any terms, of these Terms and Conditions are found by any court to be illegal, void or unenforceable, they shall be severed and deleted, but this shall not affect the validity and enforceability of the remaining terms, or remaining part of any terms, of these Terms and Conditions.
10. These Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People’s Republic of China (“HKSAR”). The parties agree to submit to the exclusive jurisdiction of the Courts of HKSAR.
11. The submission of the e-Cert Application Form and its receipt by HKPost do not guarantee approval of the application. If the application is rejected, the Applicant will be notified of the rejection. If the application is approved, the Applicant shall be bound by these Terms and Conditions as well as the provisions of the CPS.